



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Call # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

December 13, 2018

DIVISION MEMORANDUM

DM No. 337, s. 2018

SCHOOL IMPROVEMENT PLAN (SIP) INSTRUCTIONAL VIDEOS, STYLEGUIDE, APPRAISAL PROCESS, AND QUALITY ASSESSMENT (QA) TOOL

To: **Public Schools District Supervisors, School Heads, SBM Coordinators, School Governing Council, School-Community Planning Team, All Concerned**

1. Adherent to the Memorandum issued by the Office of the Assistant Secretary for Project Management, BHRD and Field Operations, this Schools Division Office (SDO) through the School Governance and Operations Division (SGOD) hereto makes an official announcement regarding the availability of the School Improvement Plan (SIP) Instructional Videos, Styleguide, Appraisal Process, and Quality Assessment Tool which can be used by schools in the preparation and appraisal of their SIPs for the next cycle.
2. **Instructional Videos** are reference materials that will facilitate the preparation of the next SIP cycle; this will guide the new school heads who were not included during the first run of training; and will enlighten further those previously trained but were still a bit confused with the process; these videos can be accessed from this link: bit.ly/SIPVideos.
3. **Styleguide** is a simple and straightforward template that will guide schools in writing the SIP as a result of the planning process provided in DO 44, s. 2015, which was conducted by the School-Community Planning Team (SPT).
4. **Appraisal Process** is the process that will guide the SDO and schools in the appraisal of SIPs, containing steps which the SDO may customize to suit specific needs.
5. As a localized process, DepEd Quezon advises all **Public Schools District Supervisors (PSDSs)** to create an ad hoc team which shall be known as the **District Appraisal Committee (DsAC)**. The DsAC shall be the district counterpart of the **Division Appraisal Committee (DAC)** that is responsible for the Quality Assurance of all SIPs prior to submission to the SDO. A maximum of seven (7) members and a minimum of three (3), including the PSDS, shall comprise the DsAC. They are all expected to affix their signature in the Appraiser portion below the QA tool.

DEPEDQUEZON-TM-SDS-04-009-001

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Date/Time:	12/19/18 3:43PM
By:	Rachel
Ref. no.	DM 337 s. 2018



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6. The DsAC or the DAC **can return** the submitted SIPs (with attached **Document Return Slip**) which did not meet the quality standards for necessary revisions in any case may be.
7. **Quality Assessment Tool** is a standardized tool that will be used by the Schools Division Offices to assess the quality of the School Improvement Plan (SIP). This tool does not intend to compare the achievement of schools, but determines the degree of meeting the criteria of a good SIP.
8. The Styleguide, Appraisal Process, and Quality Assessment Tool can be downloaded from this link: bit.ly/QAToolandStyleguide.
9. In consideration of the unique geography and availability of internet connection in some schools, an e-copy of the above resources will also be provided to school districts for further reproduction and dissemination.
10. Strict compliance to and widest dissemination of this Memorandum is desired.


MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

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